

Minutes
Warm Springs Public Service District
October 5, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 9:30 AM on October 5, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on September 28, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 9:31 AM with 2 members present: Mr. Charles Johnson – Chairman, was on site; and Mr. Mike Jenkins attended the meeting by phone. Mr. Eric Lyda – Treasurer, joined the meeting by phone at 10:10 AM. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Mr. Jackson Bain, Ms. Kathy Levey, Mr. Joseph Van Meter, Ms. Cynthia Van Meter, and Mr. Craig Deane, all from Coolfont Mountainside Association; Mr. David Decker and Mr. Jim Jessee from Decker and Company LLC.

The first order of business was the approval of the agenda. Upon a motion by Mr. Johnson, the agenda was unanimously approved as presented.

The Board recognized the representatives from Coolfont Mountainside Association (CMA) who were in attendance to discuss drafting an agreement which would contract the Warm Springs Public Service District to operate the 2 water plants owned by Coolfont Mountainside Association. The representatives from CMA delivered to the WSPSD board, a list of operational responsibilities that they wish the WSPSD employees to provide, along with a projected cost associated with those responsibilities. The representatives from CMA stressed their anticipation that the WSPSD become involved in daily operations as soon as possible. The WSPSD general manager will begin working on an operational contract which will resemble the one already in place for the CMA wastewater facility. Mr. Jenkins stressed that though the WSPSD may become involved in daily operations, a tentative agreement should be in place until a finalized operational contract can be approved by the Public Service Commission of West Virginia.

Mr. David Decker and Mr. Jim Jessee reviewed the WSPSD financial report which their company has prepared and submitted to the Public Service Commission for fiscal year ending June 30, 2017. Mr. Decker reminded the Board that by rule, the annual budget must be approved 30 days prior to the start of each fiscal year.

The next order of business was the approval of the minutes from the September 13, 2017 board meeting. Upon a motion by Mr. Jenkins, the minutes from the September 13, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 28 operational invoices received. Upon a motion by Mr. Lyda, the members unanimously approved payment for the 28 invoices received, totaling \$26,537.47.

1	Am Banker Ins (Office flood insurance 10/15/17-10/15/18)	\$2,187.00
2	Berkeley Club (Sept; Gallon bottled water - BS)	\$10.00
3	BSWW (Sept; Shut-offs)	\$70.00
4	Capital One (Aug;Cr generator, peagravel, supplies-BS, CI, OFF	\$65.93
5	Comcast (Sept; phone /internet - Office)	\$180.56
6	Cash (7/-9/20/17 Filing fees, postage - PC reimbursement)	\$18.96
7	Scott Crunkleton (Sept/Oct; cell phone allowance)	\$40.00
8	Dawson's Home Ctr (Sept; poison for rats-BS)	\$9.98
9	Eri Insurance (2 qtr ultraflex & catastro/auto insurance payment)	\$4,984.27
10	Fastenal Co (Sept; V belts Power Ace maintenance - BS)	\$230.04
11	Charles Johnson (Sept; Regular Board Mtg Salary)	\$125.00
12	Monty Kerns (Oct; cell phone allowance)	\$20.00
13	Eric Lyda (Sept; Regular Board Mtg Salary)	\$125.00
14	Lumos Networks (Sept; phone billing - GC, BS)	\$150.80
15	Maryland Pipe&Supply (Sept;PVC plugs, tee, adaptor,cement, primer - BS,CMA)	\$127.02
16	Andy McKenzie (Sept/Oct; cell phone allowance)	\$40.00
17	Miss Utility (Aug; Notification service fees)	\$14.00
18	Morgan County Clerk (Sept; fees to file 4 Abstract of Judgements)	\$44.00
19	Poly Coating Solutions (Aug; Rehab 8 manholes I&I polyurea)	\$4,995.00
20	Postmaster(Sept/Oct; billing & postage - BS,GC)	\$577.94
21	Potomac Edison(Sept;Off (\$77.91)BS(\$4289.42) & GC (\$655.31) WWTP&PS)	\$5,022.64
22	REIC Lab (Sept; wastewater analyses-BS, GC, SS, IndPk)	\$1,066.58
23	Share Corp (Sept; Dynasty - BS)	\$472.56
24	WV Dept of Environ(Sept; Groundwater protect., sludge appl., annual fee)	\$896.95
25	EFTPS (Sept; SS & Medicare Contribution)	\$1,358.06
26	WV PERS (Sept; Retirement Contribution)	\$1,995.50
27	WV PEIA (Sept; Health Insurance&Admin fees)	\$1,355.68
28	WV PEIA (Sept; Retiree Trust Fund)	\$354.00
		\$26,537.47

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond

Commission Status of Accounts statement. Upon a motion by Mr. Jenkins, the financial statements were unanimously approved as presented.

The Board discussed the possibility of opening an additional checking account with an accompanying debit card for WSPSD business use. Mr. Lyda moved to allow the general manager to open an additional checking account to allow the use of a debit card for company business. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of September 2017. (2) The Warm Springs PSD sent out 274 Termination of Service notices for the month of August 2017 for past-due payment. (3) The WSPSD Staff have completed all necessary paperwork for the NPDES permit renewal. The permit renewal was submitted to the Department of Environmental Protection on September 14, 2017.

Future Business: No future business

Public comments: There were no public comments.

The next Board meeting will be held on November 8, 2017, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 10:45 AM.



Charles Johnson, Chairman

Attest:



Monty Kerns, Secretary